CSC 101 - INTRODUCTION TO COMPUTING

CREDIT HOURS: 3
PREREQUISITES: 2 years of high school algebra or equivalent
                Credit not available for students who have taken CSC 121.
                May not be taken by business majors.
GRADE REMINDER: Must have a grade of C or better in each prerequisite course.

CATALOG DESCRIPTION

General study of computer types, capabilities, uses, and limitations. Use of operating systems and
application software on a microcomputer. Use of network environments to access online resources.
Introduction to problem solving using a computer.

PURPOSE OF COURSE

To acquaint students with the capabilities and limitations of different types of digital computers. To provide
experience in using a microcomputer as a productivity tool. To provide practice in operating system
utilization on microcomputers. To develop competencies in word processing and electronic spreadsheet
utilization. To provide experience in using digital resources to locate information. To introduce students to
the concept of information literacy. To introduce students to problem solving using a computer.

EDUCATIONAL OBJECTIVES

Upon successful completion of the course, students should be able to:

1. Identify capabilities, limitations and procedures for using computer systems to solve personal, business,
   and educational problems.
2. Discuss the role of computers in society, business, and education.
3. Use digital resources to gather information.
4. Use a microcomputer operating system.
5. Apply concepts of word processing and document design.
6. Apply concepts of electronic spreadsheet design.

CONTENT

<table>
<thead>
<tr>
<th>General Computer Units</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course introduction</td>
<td>3</td>
</tr>
<tr>
<td>Computer history highlights</td>
<td></td>
</tr>
<tr>
<td>System components</td>
<td></td>
</tr>
<tr>
<td>Input/Output</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td></td>
</tr>
<tr>
<td>Computers in society (privacy, security, ethics, professions)</td>
<td></td>
</tr>
</tbody>
</table>

Network Environments

Data communication principles and equipment
Using local and wide area networks
Using e-mail
Accessing digital resources
Downloading information from the Internet

Microcomputer Operating Systems .................................................................6
  System startup (boot) process
  Graphical environment
  Command line environment
  File types, names, and path information
  File management
  Disk organization
  Executing application software
  Utility programs

Word Processing ...........................................................................................................10
  Word processing environment and help utilities
  Designing and organizing a document
  Saving and opening a document
  Printing a document
  Cursor movement in the document
  Creating and editing text
  Formatting text
  Formatting the document
  Language tools
  Special tools
  Columns and tables
  Graphics objects
  Document enhancement features

Electronic spreadsheets ....................................................................................................9
  Spreadsheet environment and help utilities
  Designing and organizing a spreadsheet
  Saving and opening a spreadsheet
  Printing a spreadsheet
  Viewing the spreadsheet
  Cursor movement in a spreadsheet
  Formatting text and values in rows, columns and cells
  Formatting the spreadsheet
  Types of cell content (value, label)
  Generalizing solutions using formulas and functions
  Cell addressing (relative, absolute, mixed)
  Displaying graphs
  Special tools
Web Page Development

- Organization and appearance guidelines
- Text formatting
- Hyperlinks and navigation elements
- Graphics
- Tables
- Uploading files to server

Independent Study of Other Computer Applications

Exams (plus a comprehensive final)

TOTAL 45

EXAMINATIONS

Matching, completion, and short answer questions should be used on examinations. Class size permitting, competency/power exams should be given at appropriate occasions. All students must take a comprehensive final.

REFERENCES


